



Milton College
Provider Code 00905C

Enrolment Form

Agents Stamp

Personal Details

1. Family name: _____
2. Given names: _____
3. Date of birth (dd/mm/yyyy): _____
4. Sex: ☐ Male ☐ Female
5. Nationality: _____
6. Current home address: _____

Please Note: Milton College must be informed immediately of any change of address.

Phone: _____

Email address: _____

7. Type of visa: ☐ Student ☐ Tourist ☐ Working Holiday ☐ Other
8. Passport number:* _____

* Please include a copy of the personal information from the applicants passport with this enrolment form.

Course Details

1. ☐ Re-enrolled Student/ MC ☐ ☐ ☐ ☐ ☐ ☐ Full time student ☐ Part time (not available for student visa)
Course Extension (student number)
2. Course applying for:
Please Note: Students will be tested on commencement of their course and placed in a class of the appropriate English language level.
 - a. ☐ General English
 - b. ☐ High School Preparation
 - c. ☐ IELTS Preparation
 - d. ☐ English for Academic Purposes
 - e. ☐ Cambridge First Certificate in English
 - f. ☐ Other _____
 - g. ☐ English for Business Communication (EBC)

Adult classes meet for 23 hours 20 minutes per week. HSP meets for an average of 23 hours 45 minutes per week.*

No. of Weeks: _____ Start Date (dd/mm/yyyy): _____

3. For students wishing to study more than one course:

Course 2

Name of course: _____

Course 3

Name of course: _____

Course 4

Name of course: _____

No. of weeks: _____

No. of weeks: _____

No. of weeks: _____

Start Date: _____

Start Date: _____

Start Date: _____

4. Do you wish to do further studies in Australia? ☐ Yes ☐ No If yes, please specify: _____
5. If you are studying High School Preparation, do you intend to enrol at a ☐ Private High School ☐ Public High School ☐ undecided.
6. If you are studying High School Preparation, which High School would you like to attend? _____

Services

1. Do you require homestay arrangements? ☐ Yes ☐ No If Yes, please fill out the separate Homestay Form.
2. Do you require airport pick up? ☐ Yes ☐ No
Flight arrival date (dd/mm/yyyy): _____ Flight arrival time (am/pm): _____ Flight number: _____
3. Do you require airport drop off? ☐ Yes ☐ No
Flight departure date (dd/mm/yyyy): _____ Flight departure time (am/pm): _____ Flight number: _____
4. Do you require Overseas Students Health Cover (Compulsory for Student visas only) ☐ Yes ☐ No
If Yes, please select ☐ Single cover or ☐ Family cover _____ number of months of cover required
5. Do you have allergies or other medical conditions? If so, please explain. _____

I authorise Milton College to seek assistance, on my behalf, should a medical emergency arise while I am in attendance at the college

Conditions of Enrolment

1. Payment Policy

- 1.1 All tuition fees and other related fees must be paid by the applicant one week prior to commencement of course.
- 1.2 Payment should be made in Australian dollars by cash, cheque, credit card or telegraphically transferred into our nominated account, in favour of Milton College Pty Ltd. A copy of the payment details is also required to confirm payment.

2. Refund Policy

- 2.1 All applications for refund must be made in writing by the applicant to Milton College. Upon receiving this, Milton College will pay the calculated refund amount within 28 days of notification. All refunds will have a statement explaining the calculations made. The refund will either be paid to the student or to the student's nominated agent.
- 2.2 Where an applicant cancels their course in writing, 28 days or more prior to the initial commencement date of the course, 85% of the tuition fees will be refunded.
- 2.3 Where an applicant cancels their course in writing, 27 days or less prior to the initial commencement date of the course, 75% of the tuition fees will be refunded.
- 2.4 No refund will be given to the applicant after the initial commencement date of their course or to an applicant who fails to commence their course.
- 2.5 If the refund is to be given to a minor, appropriate written arrangements must be made between Milton College and the guardian/parent(s)/agent to confirm whom the payment should be made to.
- 2.6 DIAC requires that all student visa holders under the age of 18 have a guardian. Milton College requires all students under the age of 18 to have a guardian.
- 2.7 If the applicant's visa is rejected by DIAC, Australian Embassy, Milton College will require a copy of the rejection letter and will refund all tuition fees and related fees minus the enrolment fee, accommodation placement fee and airport pick up fee.
- 2.8 Enrolment fee, accommodation placement fee and airport transfer fee are non-refundable.
- 2.9 Accommodation fees will be refunded in full where written notice of cancellation is given at least 14 days prior to accommodation commencement date. Where cancellation is given less than 14 days in advance, two weeks accommodation fees will be charged.
- 2.10 This agreement does not remove the right to take further action under Australia's consumer protection laws.
- 2.11 The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

3. Transfer Policy

- 3.1 Tuition fees cannot be transferred to another student or family member.
- 3.2 Subject to government guidelines and policy, tuition fees may be transferred to another institution. NO TRANSFER of tuition fees will be made once the course has commenced.

4. College Rules

- 4.1 Applicants shall be bound by the rules of Milton College. Failure to comply with these rules may result in the applicant being dismissed or suspended as determined by the Principal of Milton College or authorized Delegate. Where an applicant is dismissed or suspended from Milton College, NO REFUND will be made whatsoever.
- 4.2 Applicant authorises Milton College to use photos and comments taken by Milton College during their time at the College.
- 4.3 Applicant accepts all responsibility for himself/herself while on excursions with college.
- 4.4 Every 4th Monday in the High School Program is a student-free day.

Declaration

I declare that all the information given by me on this form is correct. I have read, and fully understand the terms and conditions of enrolment including the cancellation and refund policy and agree to be bound by them.

Signature of applicant

Date

When the applicant is less than 18 years of age, this form must be signed by a parent, or guardian or an authorized officer of any sponsoring corporation. Such an applicant will not be permitted to change their course details without written consent from the signatory.

Signature of parent/guardian/sponsor

Relation to applicant

Date

Privacy Act

According to the Education Services for Overseas Student Act 2000 (Section 175), it is a legal requirement that Milton College makes available to Government, Commonwealth and State bodies details of your enrolment if required.

Please sign this form to indicate your understanding and acceptance of the terms and conditions of your enrolment with Milton College, Provider CRICOS Code 00905C.

Name of Applicant

Date

Signature of Applicant

Date of Birth

Milton College Pty Ltd Provider CRICOS Code 00905C ABN 27 003 400 100
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For further information, please visit our website:

www.miltoncollege.com.au

